The Gravity Hiring, Retention & Employee Relations System

A complete operating system for staffing pipeline, interviews, job fit, onboarding handoff, retention signals, coaching routes, employee relations, fair documentation, and employment-process discipline.

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GRV-HR01-GRV-HR30 | Complete Elite Release | Founding Year Free Access

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Author: Thomas Butler

How to Use These Forms

- Use one form per controlled event, review, or decision.
- Complete the owner, date, source, decision, next action, and verification fields.
- Keep completed forms in the approved evidence folder.
- Do not use these forms to bypass qualified legal, safety, food-code, payroll, HR, engineering, accounting, or professional review.

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GRV-HR01 | Staffing Need & Role Request

Owner: GM / Department Manager **Frequency:** Per opening

Purpose: Confirms whether a hire is needed, role purpose, schedule need, skill gap, budget fit, and approval.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR02 | Position Success Profile

Owner: GM / Department Manager **Frequency:** At setup; annual

Purpose: Defines what success looks like in behavior, availability, pace, service, teamwork, and reliability.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR03 | Hiring Priority & Pipeline Tracker

Owner: Hiring Manager **Frequency:** Weekly

Purpose: Tracks open roles, applicant source, stage, urgency, owner, and next action.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

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Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR04 | Recruiting Source Effectiveness Review

Owner: GM **Frequency:** Monthly

Purpose: Measures which sources produce qualified applicants, attendance, retention, performance, and hiring cost.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR05 | Applicant Communication Standard

Owner: Hiring Manager **Frequency:** At setup; quarterly

Purpose: Controls response time, interview invitation, rejection tone, equal-process expectations, and record handling.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

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GRV-HR06 | Structured Interview Guide

Owner: Hiring Manager **Frequency:** Per interview

Purpose: Creates consistent, job-related questions and notes tied to the position success profile.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR07 | Work Availability & Scheduling Fit Check

Owner: Hiring Manager **Frequency:** Per candidate

Purpose: Verifies availability, role coverage need, scheduling constraints, and realistic fit before hiring.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR08 | Restaurant Values & Team-Fit Evidence Page

Owner: Hiring Manager **Frequency:** Per finalist

Purpose: Documents observable alignment with guest care, teamwork, honesty, pace, humility, and accountability.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR09 | Reference / Prior Experience Review Record

Owner: Hiring Manager **Frequency:** Per approved process

Purpose: Records relevant prior experience or references according to approved policy and applicable law.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR10 | Selection Decision & Offer Approval

Owner: GM / Hiring Manager **Frequency:** Per offer

Purpose: Documents why a candidate is selected, offer terms, approval, start date, and onboarding handoff.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR11 | Preboarding Readiness Checklist

Owner: Manager / Trainer **Frequency:** Before first shift

Purpose: Confirms paperwork route, uniform needs, schedule, welcome plan, trainer, first-day expectations, and contact.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR12 | First Week Fit & Support Check

Owner: Manager **Frequency:** End of first week

Purpose: Identifies confusion, schedule mismatch, training support needs, early warning signs, and retention risk.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR13 | 30-Day Retention Conversation Guide

Owner: Manager **Frequency:** Around day 30

Purpose: Creates a structured conversation about fit, support, clarity, respect, workload, training, and concerns.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

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GRV-HR14 | 60-Day Retention & Development Check

Owner: Manager **Frequency:** Around day 60

Purpose: Reviews progress, attendance, teamwork, feedback, obstacles, and next support.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR15 | 90-Day Employment Fit Review

Owner: GM / Manager **Frequency:** Around day 90

Purpose: Makes a documented keep/support/redirect decision based on evidence, training, behavior, reliability, and fit.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR16 | Employee Concern Intake Record

Owner: Manager / GM **Frequency:** Per concern

Purpose: Records concerns respectfully with facts, date, people involved, urgency, privacy limits, and next routing.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR17 | Team Climate & Respect Pulse Check

Owner: GM **Frequency:** Monthly

Purpose: Surfaces trust, fairness, workload, communication, gossip, respect, safety, and morale signals.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR18 | Conflict Conversation Preparation

Owner: Manager / GM **Frequency:** Per conflict

Purpose: Prepares facts, desired repair, boundaries, questions, and follow-up before difficult employee conversations.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

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GRV-HR19 | Gossip, Retaliation & Conduct Concern Route

Owner: GM / HR Reviewer **Frequency:** Per concern

Purpose: Routes destructive conduct concerns through calm documentation rather than rumor, accusation, or public correction.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR20 | Employee Recognition & Retention Action Log

Owner: Manager **Frequency:** Weekly

Purpose: Captures specific recognition, retention actions, appreciation, growth opportunities, and follow-up.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR21 | Coaching Route Decision

Owner: Manager / GM **Frequency:** Per performance issue

Purpose: Decides whether an issue needs coaching, retraining, schedule support, clarification, investigation, or corrective-action review.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR22 | Performance Documentation Standard

Owner: Manager **Frequency:** Per issue

Purpose: Records objective facts, expectation, impact, prior support, employee response, next step, and review date.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR23 | Corrective-Action Review Checklist

Owner: GM / Qualified Reviewer **Frequency:** Before action

Purpose: Confirms policy basis, consistency, evidence, employee input, protected concerns, and qualified review before action.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR24 | Attendance Pattern Review

Owner: Manager / GM **Frequency:** Monthly; per pattern

Purpose: Reviews attendance patterns, call-outs, tardiness, approved leave, schedule fit, and support options.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR25 | Separation / Exit Learning Record

Owner: GM **Frequency:** Per separation

Purpose: Captures reason, preventability, final paperwork route, rehire status if applicable, and system learning.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR26 | Turnover Pattern Analysis

Owner: Owner / GM **Frequency:** Monthly

Purpose: Finds repeat turnover by role, manager, shift, source, training path, schedule, or climate factor.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR27 | Retention Risk Register

Owner: GM **Frequency:** Monthly

Purpose: Tracks employees at risk of leaving, root cause, support plan, owner, and review date.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR28 | Workforce Bench & Internal Candidate Map

Owner: GM **Frequency:** Quarterly

Purpose: Identifies potential shift leads, trainers, cross-trained staff, and future managers without making promises.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-HR29 | Monthly Workforce Health Scorecard

Owner: Owner / GM **Frequency:** Monthly

Purpose: Scores hiring pipeline, retention, climate, open concerns, documentation quality, and staffing stability.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-HR30 | 90-Day Retention Improvement Plan

Owner: Owner / GM **Frequency:** Quarterly

Purpose: Turns the highest employee-lifecycle risks into a sequenced improvement plan with owners and verification.

Field	Entry
Restaurant / location	_____
Date / period	_____
Prepared by	_____
Source / evidence used	_____
Current condition / issue	_____
Required standard	_____
Impact / cost if ignored	_____
Decision / action	_____
Owner	_____
Due date	_____
Verification evidence	_____
Next review	_____

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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